

SECTION - I

Notice Inviting E-Tender

GOVERNMENT OF MADHYA PRDESH

OFFICE OF UMARIA , M.P.

NIT. No. 946... /e-tendering/2026-27

Dated 8.5.26

1. The Divisional Forest Officer Umaria Division, invites the following e-tender under M.P. Store Purchase Rules and Services Procurement Rules, 2015(As Amended -2022)

SR NO.	Description of Goods	EMD (₹)	Cost of Tender Document (₹)
1.	Sal Wood Door and Window Frame (in Cubic ft)	40,000/-	1000/-
2.	Teak Wood Door and Window (in Cubic ft)		
3.	Satkatha Wood Door and Window (in Cubic ft)		

- All details related to the Bid Document(s) can be viewed and downloaded free of cost on the e-procurement portal.
- Interested bidders can purchase the bid document only online on e-procurement portal from (11/5/26) 10:30 AM Hrs to (11/6/26 ~~31-03-2025~~) 04.30 PM Hrs, after marking online payment of portal fees through Credit/Debit/Cash card/Internet Banking.
- Bidding process dates mentioned as critical dates on e-procurement portal will be applicable.
- Corrigendum / Addendum in NIT, if any, would be published on portal only and not in newspapers.
- e-procurement portal:

<https://www.mptenders.gov.in>

Sd/-

**Divisional Forest Officer
Umaria Division.**



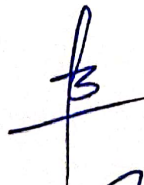


SECTION II

INSTRUCTIONS TO BIDDERS (ITB)

A. Important Dates / General Information

Sr. no	Information	Details
1	Brief description	Tender of rates to procure Sal/Teak/Satkatha Wood Door and Window material for Buliding works to be undertaken in Umaria Division
2	NIT No.	946
3	Tender Fee / Cost of Tender Document	₹ 1,000/- + Processing Fee (Determined automatically by portal)
4	Earnest Money Deposit	₹ 40,000/-
5	Bid Offer Validity	Within the Financial year 2026-27 in which the bid has been invited by Divisional Forest Officer Umaria Division.
6	Performance Security	₹ 40,000/-
7	Estimated Tender Value	₹ 10,00,000/-
8	Date & Time of Pre-Bid Meeting	(Refer time schedule on portal)
9	Last Date (deadline) for submission of bids	(Refer time schedule on portal)
10	Time and Date of opening of technical proposals received	(Refer time schedule on portal)
11	Time and Date of opening of financial proposals received	(Refer time schedule on portal)
12	Submission Type	Online Submission at https://mptenders.gov.in/

1. The validity of accepted rates of tender may be increased upto 90 days subject to mutual agreement between the successful bidder and the Divisional Forest Officer. Division.

2. The probable quantity of items offered in the bid may be increased subject to mutual agreement between the successful bidder and Divisional Forest Officer Umaria Division.
3. The Divisional Forest Officer Umaria Division (Client) may terminate the Request for Proposal (RFP) process at any time and without assigning any reason. The Client makes no commitments, express or implied, that this process shall result in a business transaction with anyone. This RFP does not constitute an offer by Client. The bidder's participation in this process may result in the Client requesting further information or clarification from the bidder. However, the Client may terminate this process at any time without assigning any reason.
4. **ONE BID PER BIDDER**

The bidder can be an individual entity or a joint venture. The requirement of joint venture is given in the **ANNEXURE 6**.

No bidder shall be entitled to submit more than one bid whether jointly or severally. If he does so, all bids wherein the bidder has participated shall stand disqualified.
5. The bidder shall bear all costs associated with the preparation and submission of his bid, and no claim whatsoever for the same shall lie on the Government.
6. The bidder is advised to visit and inspect the Site of Works/supply and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the bid and entering a contract. All costs in this respect shall have to be borne by the bidder.



B. BID DOCUMENTS

7. Bidders are required to upload the following documents along with their bid:-

- i) GST Registration Certificate
- ii) PAN Card
- iii) Income Tax Returns for last 3 financial years
- iv) Completed ANNEXURE - 1 on Rs. 100 Stamp paper
- v) Completed ANNEXURE - 2
- vi) Completed ANNEXURE - 3
- vii) CA Certified Turnover Certificate
- viii) Shops and Establishment Registration

8. The bidder is expected to examine carefully all instructions and conditions of the Bid Document. Bidder shall be solely responsible for his failure to do so.

9. EARNEST MONEY DEPOSIT (EMD)

EMD amount has to be calculated in conformity with Rule 14 of Madhya Pradesh Store Purchase Rules and Services Procurement Rules, 2015(As Amended -2022).

EMD, Tender Fee/ Cost of Tender Document and Processing Fee shall be submitted online on e-procurement portal. Offline submission shall not be considered.(as per clause 14.1of aforesaid Rules)

Scanned copy of receipt of successful EMD submission should be included along with the bid.

Unsuccessful Bidders' EMD shall be discharged/returned as promptly as possible.(as per clause 14.2 of aforesaid Rules)

The EMD may be forfeited:

If a Bidder withdraws his/her bid or increases the quoted prices during the period of bid validity or its extended period, if any;

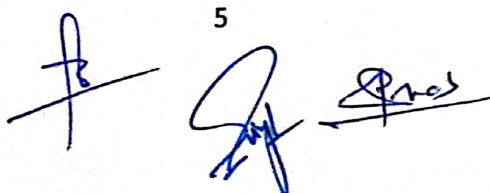
Or

During the bid process, if a Bidder indulges in any such deliberate act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization;

Or

In case of a successful bidder, if the Bidder fails to submit Performance Security within 15 days of issue of work order by the Client;

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Or

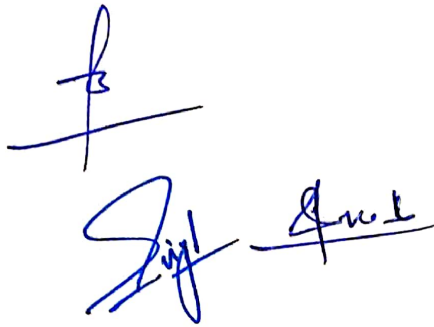
During the bid process if any information is found wrong / manipulated / hidden in the bid.

The decision of the Client, regarding forfeiture of the EMD and rejection of bid shall be final & shall not be called upon question under any circumstances.


10. Complete bidding process shall be online through the Portal in a three-cover system.

All the notification & detail terms and conditions regarding this tender notice hereafter shall be published online on web site.

11. The guidelines to download the tender documents and online submission of bids and procedure of tender opening can be downloaded from the Portal.

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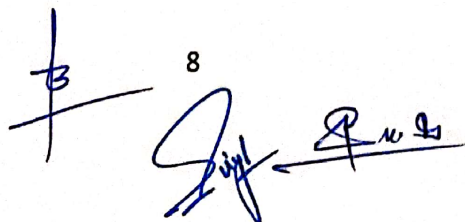
12. Pre-qualification criteria is given in **ANNEXURE 4**. Bidders shall furnish the required information on their Pre-Qualification, technical and commercial proposals in the enclosed format only. Any deviations in format may make the tender liable for rejection. Disclosure of Commercial information of the bid in Pre-Qualification or Technical Envelope shall be sufficient ground for rejection of the bid.
13. Technical bids shall be opened online on the Portal.
14. There should be no mention of bid prices in any part of the Bid other than the Commercial Bid.
15. Bidder should upload the commercial bid online and as per Bill of Quantities(BoQ) provided on the Portal.
16. The Bid Price shall be inclusive of cost involved in loading, transportation, unloading and stacking (if required). Bidders shall be liable for transportation of goods anywhere as directed by Divisional forest officer to the geographical extent of the Umaria Division. The bid price shall include GST, all other taxes and levies and shall be in Indian Rupees.
17. All prospective bidders are advised to visit the area under Umaria Division and familiarize themselves with the working conditions. A certificate (**ANNEXURE 3**) in this regard needs to be filled by the bidder. Completed certificate to be uploaded along with the bid documents.
18. A Self Declaration – ‘No Blacklisting Certificate’ according to the format mentioned in **ANNEXURE 1** needs to be submitted by the bidder on a ₹ 100 Stamp Paper along with the bid documents.



C. OPENING AND EVALUATION OF BID

19. The Client reserves the right to accept or reject any or all tenders based on considerations deemed in the best interest of the project, without the obligation to assign any reason.
20. The Client shall appoint a Tender Evaluation Committee (TEC) to scrutinize and evaluate the technical and commercial bids received. The TEC shall examine the Bids to determine whether they are complete, responsive and whether the Bid format conforms to the RFP requirements. The Client may waive any informality or nonconformity in a Bid which does not constitute a material deviation according to the Client.
- [Non-material deviations refer to minor errors or omissions that do not affect the core requirements of the bid or the fairness of the evaluation process, such as minor clerical errors or formatting issues.]
21. The Client shall open the Financial Bids of only Technically Qualified Bidders.
22. If a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered. Similarly if in the opinion of the committee/DFO, the consideration quoted by the bidder is either absurdly low rated or absurdly high rated the same can also be rejected.
23. The tiebreaker, in case two or more bidders have the same financial proposal, shall be done by conducting a draw of lots.
24. Any conditional bid would be rejected.
25. Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected.

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Handwritten signature and initials in blue ink. The signature is a stylized 'S' followed by 'ingh'. To its right are the initials 'R. N. S.' with an arrow pointing from the signature towards them.

If there is a discrepancy between words and figures, the amount in words will prevail.

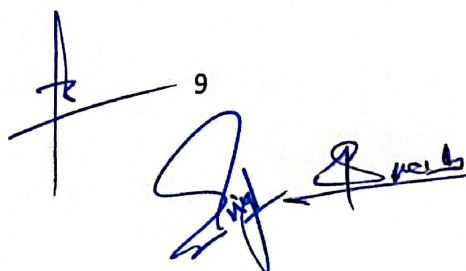
26. Client reserves the right to accept or reject any proposal, and to annul the bidding process and reject all Bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected bidder or bidders of the grounds for Client's action.

D. AWARD OF CONTRACT

27. Bid shall be awarded to the firm quoting the lowest rate. If it so happens that lowest rates obtained for different materials are from different firms, the work order(s) shall be issued to those respective firm(s) which have respective lowest rates for the said items.
28. The Employer shall notify the successful bidder by issuing a 'Letter of Acceptance' (LOA) (ANNEXURE 5) that his bid has been accepted. The original copy of affidavit will have to be submitted by the successful bidder at the time of signing the contract.
29. Prior to signing of the Contract, the bidder to whom LOA has been issued shall deposit the amount specified in Serial number 6 of Section II "Important Dates/ General Information" page to the Client as a security deposit for this bid. The Performance Security may be submitted in the form of Fixed Deposit Receipt (FDR) or Bank Guarantee from a scheduled bank (excluding co-operative banks) having an operational branch in Umaria in favour of "Divisional Forest Officer Umaria Division, district Umaia ". The validity of Fixed Deposit Receipt (FDR) or Bank Guarantee shall be for the entire duration of contract plus 3 months. In case, as per Para 1 of section 2, the bid offer validity is extended for some duration, a new performance security deposit shall be submitted. However, if the original performance security deposit is valid for the required specified date of the validity, then the same may be continued.

The Performance Security shall be returned upon being satisfied that there has been due performance of the obligations of the bidder under the contract.

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However, no interest shall be payable on the performance security by the department.



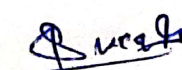
Performance Security amount shall be calculated in conformity with Madhya Pradesh Store Purchase Rules and Services Procurement Rules, 2015(As Amended - 2022).

30. The Client shall have the right to invoke and appropriate the proceeds of the Performance Security in whole or in part, without notice to the successful bidder in the event of breach of this Contract or for recovery of any penalty as may be applicable in terms of this Contract. For the avoidance of doubt, the parties hereto expressly agree that in the event of any default requiring the appropriation of any amounts comprising the Performance Security, the Client may make deductions from any subsequent payments due and payable to the successful bidder hereunder, as if it is appropriating the Performance Security in accordance with the provisions of this Contract. The reasons for invoking the Performance Security include, but not limited to, the conditions given below:

- I. Bidder is not able to deliver the material or the bidder has delivered the material which in the opinion of the committee/DFO does not fulfil the required quality standard and therefore the same has been rejected during inspection.
- II. The bidder or his employee is involved in any unlawful activity during its engagement with Client.
- III. If the Bidder is non-responsive to the requirements raised by Client or their representative for consecutive three times.
- IV. Bidder does not settle dues in a timely manner.

31. Signing of Contract Agreement

The successful bidder shall have to furnish Performance security and additional performance security, if any and sign the contract agreement within 7 days from the date of issue of LOA. The contract agreement format is given in ANNEXURE 7.


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The signing of contract agreement shall be reckoned as intimation to commencement of supply of material. No separate supply order shall be normally issued by the Client to the contractor for commencement of work.

In the event of failure of the successful bidder to submit Performance Security, if any or sign the Contract Agreement, his EMD shall stand forfeited without prejudice to the right of the Client for taking action against the bidder.

32. The Client may, without prejudice to any other remedy under this Contract and applicable law, reserves the right to terminate for breach of contract by providing a written notice of 20 days stating the reason for default to the successful bidder and as it deems fit, terminate the contract either in whole or in part and the bidder may be blacklisted.

33. The contract shall be governed by the laws and procedures prescribed by the Laws prevailing and in force in India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing. All legal disputes are subject to the jurisdiction of Madhya Pradesh courts only.

E. OTHER TERMS AND CONDITIONS

36. Goods delivered must have good quality, Proper finished, painted and termite treated. no gap in panels of door and windows will accepted.



37. Divisional Forest Officer Umaria Division or any officer authorised by them may at random choose any sample of material supplied and have it tested in a laboratory. If the quality of material is found to be subpar, performance security may be confiscated and the supplier may be blacklisted.

38. Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, Terms & Conditions and Corrigendum if any.

39. Power to make decisions regarding provisions which are not accounted for in this tender notice or work order issued shall lie with the Client.



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ANNEXURE - 1

**FORMAT : Self Declaration – No Blacklisting Certificate
To be submitted on ₹ 100 Stamp Paper**

Date: d d / m m / y y y y

To,
The Divisional Forest Officer,
Umaria Division

Sir/Madam,

In response to the Tender Ref. No. _____ dated
_____ for supply of Building Material in..... Division, as an owner/ partner/
Director of _____, I/We hereby
declare that presently our Company/firm _____
_____ is having an unblemished record and is not declared ineligible for
corrupt and fraudulent practices either indefinitely or for a particular period of time by any
State/ Central Government/ PSU.

We further declare that presently our Company/ firm _____
_____ is not blacklisted and not declared ineligible
for reasons other than corrupt and fraudulent practices by any State/ Central Government/
PSU on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action
that may be taken, my/ our security may be forfeited in full and the tender if any to the
extent accepted may be cancelled.

Thanking you,

Name of the Bidder: -
Authorized Signatory: -
Seal of the Organization: -

Date:
Place:

ANNEXURE - 2

FORMAT: Details of Bidding Individual / Firm

1. Bidder/ Firm Name :
.....
2. Father's Name
.....
3. Permanent Address
H. no Street
.....
Landmark
.....
District Pin Code
.....
4. Office Address
Building. no. Street
.....
Landmark
.....
District Pin Code
.....
5. Details of EMD
Type: - FDR/Bank Guarantee/.....
Number Date
.....
Amount
.....
Bank Name
.....
6. GST Number
.....

Signature of Bidder

Declaration

I,

S/D/W/o

.....
.....
declare that the above furnished information is correct to the best of my knowledge. If any discrepancy is found in the above information, then I shall bear the sole responsibility for the same. I have read and understood all the terms, conditions and the requirements of the tender document and vow to abide by them.

Signature of Bidder

ANNEXURE - 3

FORMAT: Certificate of Visit and Site Satisfaction

I/We _____ understand that the scope of supply of material will be the entire geographical area of Division. I/ We agree to supply the same at any given location inside the Division.

I/We have no objections regarding the area, type, strata, distance etc.

I/We have thoroughly inspected the work/supply location and are completely satisfied about the working sites and understand all work conditions before applying for the bid.

Signature of Bidder

ANNEXURE – 4

PRE-QUALIFICATIONS CRITERIA

The bidder should have:

i. Experience of having successfully executed (in any Central/State Government Organisation/ Department/ PSU/ Public listed company):

a) three similar works for which bid has been made by the bidder, each costing not less than the amount equal to 20% of the probable amount of the items for which bid has been made by the bidder, during the last 3 financial years;

or

b) two similar works for which bid has been made by the bidder, each costing not less than the amount equal to 30% of the probable amount of the items for which bid has been made by the bidder, during the last 3 financial years;

or

c) one similar work of aggregate cost not less than the amount equal to 50% of the probable amount of the items for which bid has been made by the bidder, during the last 3 financial years;

or

d) Executed similar items of work in Forest Department, MP in any one financial year during the last 3 financial years, which should not be less than the amount equal to 30% of the probable amount of the items for which bid has been made by the bidder.

ii. Average annual turnover of the bidders during the last 3 financial years should not be less than twice of the probable amount of the items for which bid has been made by the bidder.

In case of Joint Venture, turnover of the firm having lower turnover shall be considered for evaluation under above mentioned clause (ii). In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criterion.

ANNEXURE 5

LETTER OF ACCEPTANCE

No. _____

Dated

To,

M/s.....

(Name and address of the contractor)

Subject:

-x0x-

Dear Sir (s),

Your bid for the work mentioned above has been accepted on behalf of the Governor of Madhya Pradesh at par the Bill of Quantities and item wise rates given therein. Details of material is as follows-

S.No.	Name & Details of the Material	Quantity to be procured	Accepted Rate(in Rs.)
1	2	3	4

You are requested to submit within 7 days from the date of issue of this letter:

- The performance security/performance guarantee of Rs (in figures) (Rupees.....) in words only). The performance security shall be in the shape of term deposit/receipt of bank guarantee of any nationalized/schedule commercial bank valid up to three months after the supply of the items, pledge in the name of
- Sign the contract agreement.

Yours Faithfully

ANNEXURE 6 JOINT VENTURE (J.V.)

If J.V. is allowed following conditions and requirements must be fulfilled:

1. Bids submitted by a joint venture of two or more firms as partners shall comply with the following requirements:
 - a. one of the partners shall be nominated as being *Lead Partner*, and this authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners;
 - b. the bid and, in case of a successful bid, the Agreement, shall be signed so as to be legally binding on all partners;
 - c. the partner in charge shall be authorized to incur liabilities and receive instructions for and on behalf of any and all partners of the joint venture and the entire execution of the contract, including payment, shall be done exclusively with the partner in charge;
 - d. all partners of the joint venture shall be liable jointly and *severally* for the execution of the contract in accordance with the contract terms, and a statement to this effect shall be included in the authorization mentioned under [c] above, as well as in the bid and in the Agreement [in case of a successful bid];
 - e. The joint venture agreement should indicate precisely the role of all members of JV in respect of planning and execution. All members of JV should *have* active participation in execution during the currency of the contract. This should not be varied/modified subsequently without prior approval of the client;
 - f. The joint venture agreement should be registered, so as to be legally valid and binding on all partners; and
 - g. a copy of the Joint Venture Agreement entered into by the partners shall be submitted with the bid.
2. The figures for each of the partners of a joint venture shall be added together to determine the Bidder's compliance with the minimum qualifying criteria required for the bid. All the partners collectively must meet the criteria specified in full. Failure to comply with this requirement will result in rejection of the joint venture's bid.
3. The performance security of a Joint Venture shall be in the name of the partner *Lead Partner/joint venture*.

4. Attach the power of attorney of the partners authorizing the Bid signatory(ies) on behalf of the joint venture

5. Attach the agreement among all partners of the joint venture [and which is legally binding on all partners], which shows the requirements as indicated in the Instructions to Bidders'.

6. Furnish details of participation in the joint venture as below:

DETAILS OF PARTICIPATION IN THE JOINT VENTURE

Sr. No.	PARTICIPATION DETAILS	FIRM "A" (lead Partner)	FIRM "B"	FIRM "C"

ANNEXURE 7

CONTRACT AGREEMENT FORM AGREEMENT

This agreement, made on the date between **Divisional Forest Officer,** (M.P.) (name and address of Employer) (hereinafter called "the Employer) and M/s (Name and address of contractor) hereinafter called "the Contractor" of the other part.

Whereas the Employer is desirous that the contractor executes the supply of items at par the Bill of Quantities and item wise rates given therein Divisional Forest Officer,M.P. (name and identification number of Contract) (hereinafter called "the Works") and the Employer has accepted the Bid by the Contractor for the supply of items at par the Bill of Quantities and item wise rates given therein.

NOW THIS AGREEMENT WITNESSED as follows:

1. In this Agreement, words and expression shall have the same meanings as are respectively assigned to them in the conditions of contract hereinafter referred to and they shall be deemed to form and be read and construed as part of this Agreement.
2. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works in conformity in all aspects with the provisions of the contract.
3. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works wherein Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
4. The following documents shall be deemed to form and be read and construed as part of this Agreement viz.
 - i. Letter of Acceptance
 - ii. Instruction to bidders
 - iii. Annexure 1 to 3

iv. Bill of Quantities and

v. Any other documents listed in the Bid document as forming part of the Contract.

In witnessed whereof the parties there to have caused this Agreement to be executed the day and year first before written.

The Common Seal of _____ was hereunto affixed in the presence of:

Signed, Sealed and Delivered by the said _____
_____ in the presence of:

DIVISIONAL FOREST OFFICER

.....M.P.) Binding Signature of Contractor